Data Protection Policy and Guidance

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Supplementary Guidance For

1. Purpose

The University is bound by the Data Protection Act 2018 8 . * ' 3 5 the General Data Protection Regulations (GDPR) and any arising legislation to register all activities wh71ies

2. Guidance

UNIVERSITY OF BEDFORDSHIRE DATA PROTECTION: SUPPLEMENTARY GUIDANCE FOR ACADEMIC STAFF

This guidance is intended to cover only the day to day matters you may encounter in relation to data protection, and is by no means exhaustive. Please refer to the Public Information page and GDPR intranet page for further guidance.

If you require any further advice, please contact the University's Data Protection Officer at DPO@beds.ac.uk for advice whenever you are uncertain of your obligations in respect of data protection.

1. If you keep records of meetings with students, you should inform the student that you are doing so, record only statements of fact, wherever possible, and ensure that you store these records securely and destroy them as soon as they cease to be current.

2. Written comments on assessments, including examination scripts, must be legible and fair. Whilst students do not have the right to view marked formative scripts and assessments under Data Protection legislation, they may ask for an accurate transcript of any comments and remarks to be provided.

3. Do not answer questions from the police, security services or immigration services etc concerning particular students or groups of students, no matter how *bona fide* the enquirer may seem. The enquirer should be referred immediately to the Data Protection Officer.

4. If you are asked for a reference for a student for employment, work placement or education purposes, you should refer to the following document: 'Academic Reference.[1] The Student Information Desk (SID) will provide factual information only for student references; for example course details and content, dates of study, marks obtained, punctuality, attendance etc. If you are asked for a reference for a member of staff for employment purposes, please refer to the Human Resources department.

5. Make sure you destroy any papers containing sensitive information, such as Examination Board papers, securely.

6. Do not disclose details about a student's progress or personal details to anyone except the student concerned. Refer any enquiries from others to your Field Administrator initially.

7. Make sure that students whose undergraduate or Masters dissertations and research activities involve the collection or processing of personal data are aware of the guidance on such issues approved by the Academic Board.

8.

[1] https://www.beds.ac.uk/_data/assets/pdf_file/0006/555324/Academic-Reference-letters.pdf

10. Do not pass details of students' names or other details to third parties, such as potential employers etc without first seeking the students' permission.

11. You *can* disclose details of a student's medical history which are known to you if you believe that it is in the student's vital interest (e.g. to a first aider, paramedic or ambulance crew member).

for fundraising activities, or data provided at open days for marketing activities unless specific consent has been given.

23. You *can* disclose details of a student's medical history which are known to you if you believe that it is in the student's vital interest (eg in a medical emergency to a first aider, paramedic or ambulance crew member).

Recruitment and selection

24. Please note that candidates have a right to see their interview notes. To ensure we comply with all legislative requirements, notes should only address how the candidate fits the selection criteria. Interview notes should be accurate, relevant and objective.

25. We do not need to request information from the second referee of unsuccessful candidates.

26. Applicants' permission should be sought if you intend holding their details for another suitable vacancy in the University.

27. Under no circumstances should information received through an unauthorised channel be considered in making a decision to appoint or reject a candidate. Soliciting for information from an unauthorised third party is strictly prohibited.

28. Requests for access to interview notes should be made to the Legal Office in writing (by email or letter) and a response will be given within 30 calendar days. Please refer any such requests to the Legal Office,

29. All interview notes should be submitted to the Human Resources Department within 48hours of the interview taking place.

30. Whilst it is not always possible for a representative of Human Resources to sit on interview panels, this may be necessary for some senior or internal positions.

Confidentiality

31. Ensure that you keep any records concerning individual staff members (e.g. probationary period reports, career reviews etc.) securely, where colleagues or other unauthorised persons cannot access them. Do not store any details of a sensitive nature concerning staff on your PC where it could be seen by